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STANDARD FORM NO. 64

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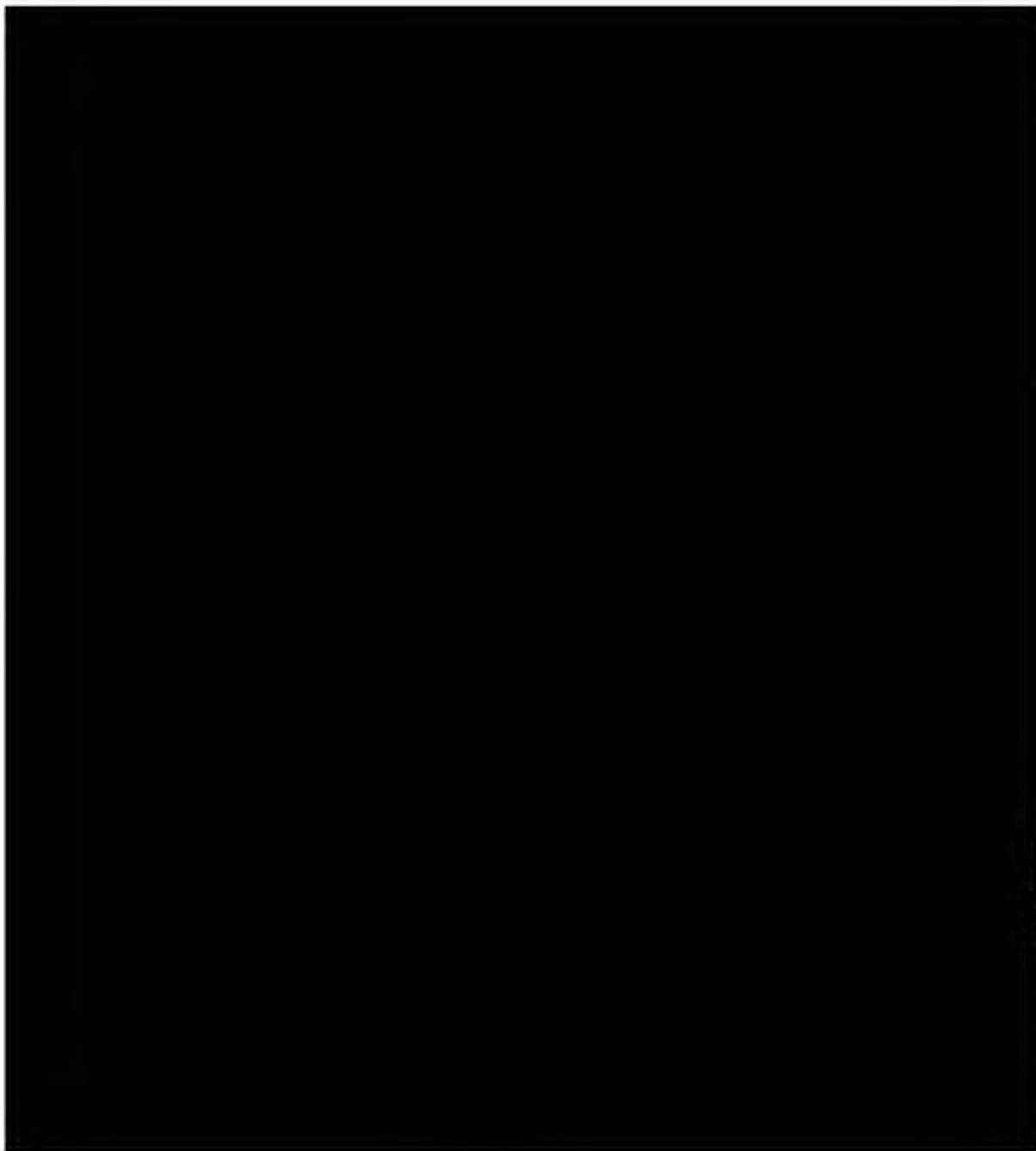
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: AUG 13 1953

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report



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c. Tours of Duty other than Normal in the Highway Branch
(completed)

All concerned have concurred in the staff study except the Director of Personnel. The action was given special handling and delivered to the Office of the Director of Personnel. Informal information received from that office reveals that the Director of Personnel has seen the action and has assigned it to one of his assistants for review. That office will call us as soon as the action is ready to be returned to Transportation Division. Since concurrence is anticipated, this will not be reported again unless something unusual occurs.

2. PROJECTS AND STUDIES IN PROCESS

a. Transfer of Covert Government-owned Motor Vehicles to Overt Status (continued item - completed)

A draft of Logistics Office Instruction, subject, Transfer to an Overt Status of Government-Owned Vehicles procured from Un-vouchered Funds, has been prepared and will be submitted to the Logistics Office in the near future. This item will not be reported again.

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c. Survey of the Operation, Management, and Maintenance of Agency owned Trucks in the Departmental Area (new item - continued)

A survey of the operation, management and maintenance of Agency-owned trucks in the Departmental area, including [REDACTED]

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Depot, is being conducted by a representative of the Transportation Division. Appropriate recommendations based on the findings as a result of this survey will be submitted to the Chief of Logistics for approval when the survey has been completed.

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d. Revision of Handbook [REDACTED], Travel Processing Guide
(new item - completed)

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Proposed revisions of paragraph 5, Use of Vessels of U. S. Registry, and paragraph 28, Processing of Travel Advances, of Handbook [REDACTED], Travel Processing Guide, have been submitted to the Chief, Administrative Staff, Logistics Office, for administrative edit, in accordance with established procedure for the processing of regulatory material.

e. Review of Assignment and Use of Automobiles, Station Wagons and Chauffeurs (new item -- continued)

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Bulletin No. 54-1, dated August 7, 1953, from the Executive Office of the President, Bureau of the Budget, signed by Mr. Dodge, Director, calls for a report of the use of automobiles, station wagons and chauffeurs to be submitted not later than 1 October 1953. By an official routing slip from the Comptroller to the Chief of Logistics, attention: Transportation Division, information was furnished to the effect that the preparation of the report had been discussed with the Assistant Deputy Director (Administration) who stated that he desired the Transportation Division to prepare certain portions of the report in coordination with General Services Office and submit the reply to the Office of the Comptroller for completion.

3. OTHER ITEMS OF INTEREST

a. Trucking Operations and Other Highway Activities (completed)

(1) During the week of 3 August through 8 August 1953, there were three out-of-town trips to the New York City area. A total of 249 cases weighing 66,309 pounds was moved on these trips. Total truck mileage for the week was 7,105 miles. There were 46 local truck trips.

(2) One privately-owned automobile was driven to New York by Highway Branch personnel.

(3) A truck and two drivers were dispatched on 4 August to pick up 7 cases weighing 700 pounds from an address on [REDACTED] and 16 cases weighing 1,600 pounds, from the [REDACTED] for delivery to [REDACTED]

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c. Advance of Unvouchered Funds (new item - completed)

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A revolving operational advance of unvouchered funds in the amount of \$500.00 has been approved for use by the Transportation Officer at [REDACTED]. This operational advance is to provide cash to prepay transportation costs for covert shipments and pay COD charges for incoming covert shipments so as to conceal CIA and/or Government interest therein. The Transportation Officer at [REDACTED] has been delegated authority by the Chief of Logistics to expend unvouchered funds for the purposes listed above.

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[REDACTED]

was requisitioned from the Medical Branch stock where it is kept under refrigeration. The Transportation Division made arrangements for the

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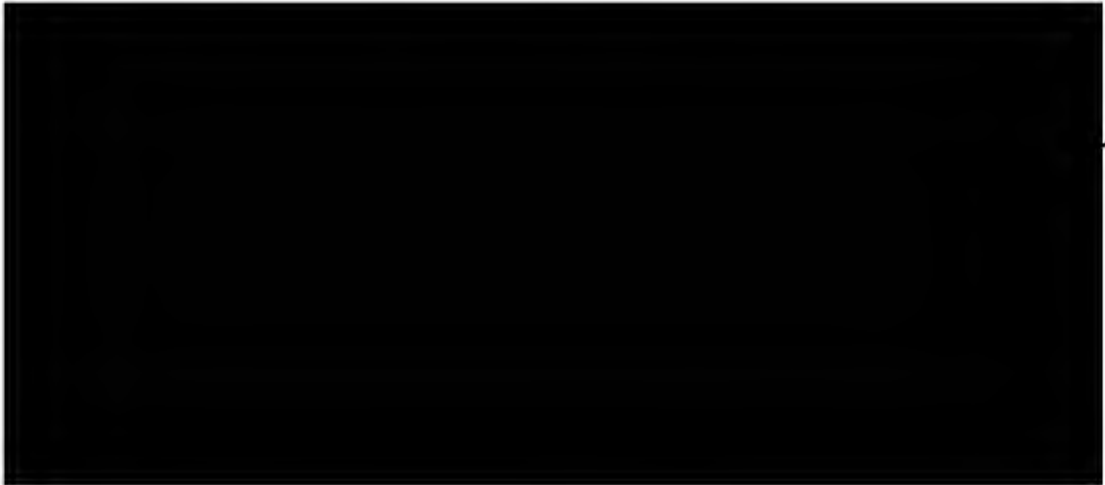
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shipment to move through air channels on [REDACTED]
The Transportation Officer at [REDACTED] was notified to effect delivery of the vaccine to Washington National Airport. One picnic box containing yellow fever vaccine packed in dry ice so as to maintain the required temperature range between zero and plus 32 degrees Fahrenheit, and one carton of saline solution, total weight 57 pounds, departed by air for [REDACTED] on 5 August 1953, with estimated time of arrival at destination late 6 August.

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f. Field Trip (new item - completed)

The Chief, Passenger Movement Branch, Transportation Division, made a three-day trip to the New York Area for the purpose of visiting activities in New York and Newark, New Jersey, which are involved in effecting the movement of personnel, household goods, baggage and privately-owned automobiles for this agency.

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g. Reduction in Shipments to [REDACTED] for Trans-shipment (completed)

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Representatives of Transportation Division were requested by Deputy Director/Plans (Administration), [REDACTED] to meet him and representatives of the [REDACTED] Logistics Office, [REDACTED] and EE Division, to discuss how trans-shipment to [REDACTED] may be reduced in view of the reduced table of organization at [REDACTED]. Transportation Division furnished the information needed to reduce the shipments which had been furnished informally to EE Division on several occasions previously since October, 1952. Under existing regulations, the area divisions' designate on form 36-4 how shipments will be made. These divisions were directing [REDACTED] channels through [REDACTED] instead of using [REDACTED] destination. The problem has now been solved by Deputy Director/Plans (Administration).

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h. Central Processing of Travelers (completed item)

On 10 August representatives of Organization and Methods Service, Office of Personnel and Transportation Division met and mutually agreed upon actions required to implement a directive of the Assistant Deputy Director (Administration) to transfer certain functions from Transportation Division to Central Processing. The personnel involved in the transfer have been notified. The effective date depends upon availability of additional space for Central Processing Branch, now estimated to be 20 August. Since Organization & Methods has the primary responsibility and is coordinating the overall action, this will not be reported again.

i. Individual Indoctrination Program (completed item)

On 11 August, the Transportation Division briefed [REDACTED] GS-15, EE Division, Chief, Administrative & Logistics, [REDACTED] for forty-five minutes on the missions and functions of this division. On 12 August, the Transportation Division commenced the briefing of [REDACTED] of the EE Division. This briefing will continue through 1300 hours Friday, 14 August. [REDACTED] and [REDACTED] are expected in this division at 1100 hours Thursday, 13 August, for a short briefing.

j. Requisition of Jeep [REDACTED] (new item - completed)

In a memorandum to Assistant Deputy Director (Administration), the [REDACTED] that an open model jeep be authorized for [REDACTED] for use of engineers of Real Estate and Construction Division for approximately six months. The Assistant Deputy Director (Administration) authorized the assignment and sent the memoranda to the Transportation Division direct on a routing slip dated 11 August. Arrangements to deliver the jeep will be made 13 August.

k. Personnel (new item - completed)

The Transportation Division had on duty on 10 August 1953, [REDACTED] people. This did not include [REDACTED] officers, who were picked up on the morning report of the Agency in July and have reported for duty but cannot be assigned because they have not been security cleared. Information received informally from the Military Personnel Division reveals that the salaries of both of these officers must be reimbursed to the Department of the Air Force for the entire month of July and that the money for the reimbursement will come from the Logistics Office. The following listed personnel are scheduled to leave the Transportation Division:

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- 25X1A9a (1) [REDACTED] - Truck driver
Resigned effective 14 August 1953
- 25X1A9a (2) [REDACTED] Truck driver
Resigned effective 14 August 1953
- 25X1A9a (3) [REDACTED]
Now temporarily assigned to EE Division to
fill an overseas assignment in September.
Date of actual transfer from Transportation
Division for record purposes unknown.
- 25X1A9a (4) [REDACTED]
Will be temporarily assigned to EE Division as
soon as he completes the Basic Intelligence
Course, to fill an overseas assignment in September.
Date of actual transfer from Transportation
Division for record purposes unknown.
- 25X1A9a (5) [REDACTED]
Scheduled to transfer from Transportation Division
to Inspection and Review Staff, Logistics Office,
31 August 1953.

4. SPECIAL PROBLEMS

a. Return of Household Effects without Prior Notification
(continued item)

No change. Further action on the part of the Transportation
Division in this matter is withheld pending further information from
the FE Division. The household effects belonged to employees trans-
ferred (PCS) [REDACTED]

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c. Shipment of Privately-owned automobiles at Government Expense
(continued item)

25X1A9a No change. Further action by the Transportation Division in connection with the shipment of the privately-owned automobile for [REDACTED] (FE Division) to [REDACTED] is being withheld pending 25X1A6a approval of the request to Deputy Director (Administration) which was submitted by L.O. on 6 August.

5. MAJOR OBJECTIVES

a. Obtain appropriation symbols to be used on transportation requests and all Government Bills of Lading used by this Agency:
PERCENTAGE COMPLETED: 80%

25X1C4a b. Publication of Agency Regulations setting forth the procedure for the movement of Agency Employees [REDACTED] 25X1C4a [REDACTED], their dependents, household goods, personal effects, privately-owned automobiles and pets [REDACTED] 25X1C4a
PERCENTAGE COMPLETED: 75%

c. Establish channels for movement of sensitive items to overseas areas so that items can be delivered to final destination without showing true nomenclature:
PERCENTAGE COMPLETED: 10%

d. Preparation of necessary regulations for the control of transportation of things and travel:
PERCENTAGE COMPLETED: 20%

25X1A6a e. Establishment of scheduled truck runs from the [REDACTED] 1A6a to [REDACTED] Warehouse:
percentage Completed: 90%

f. Establishment of an accounting system for funds allotted to and obligated by the Transportation Division:
PERCENTAGE COMPLETED: 75 %

25X1A9a [REDACTED]

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